Go to this website:
https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031

You will see the below page:

KENTUCKY CAREERS
Personnel Cabinet's career opportunities portal

? Help

Welcome

Thank you for your interest in Career Opportunities with the Commonwealth of Kentucky. The Career

Opportunities System (COS) provides applicants with a convenient electronic method for submitting

applications and exploring current employment opportunities.

Current COS user? If you have an active COS user ID, you can log in to access your profile, search for jobs,

view the status of jobs for which you have applied, update your resume, access search agents or saved

drafts, etc.

First time here? Create a COS account by clicking the 'click here to create a new account' link in the gray box

in the upper right-hand portion of this page.

For technical help and password requirements, click here.

Log in to access your applicant contact
information and jobseeker tools. First time
visitors, **click here to create a new account.**
Each applicant must use a unique e-mail
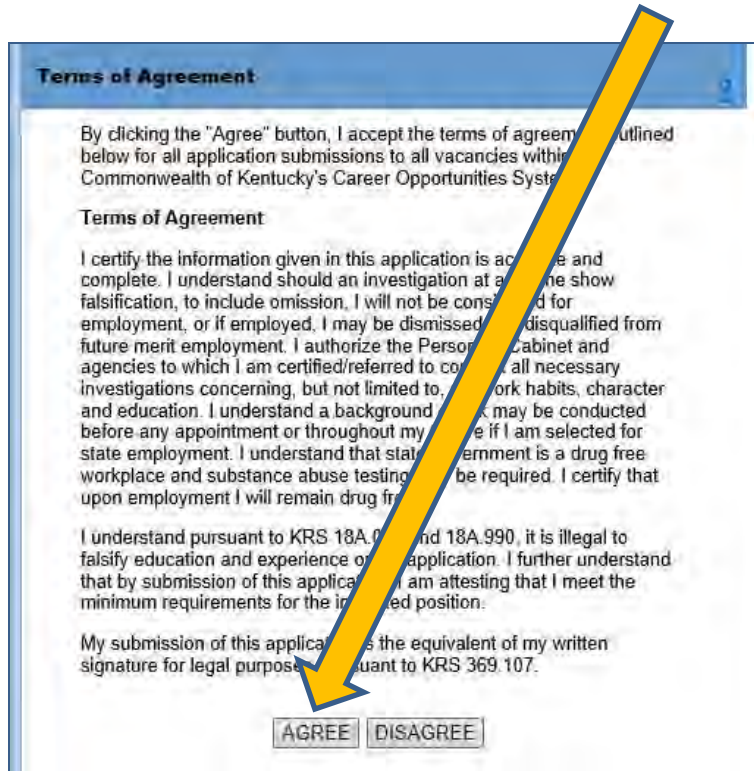address to create their account.

E-mail Address

Password

your username?

ot your password?   Log in

Search openings

Click on 'Search Openings' above to view current job opportunities, or search based on criteria you specify.

Warning: Please be aware that you may search for jobs without a COS account, but you should create an account before you *apply* to jobs. If you

attempt to apply to a job without having created an account, there will not be the option to 'save', which will result in the loss of all your entered

information.

Click on the "click here to create a new account".

Terms of Agreement will pop up. Read the information and click "AGREE".

Terms of Agreement

By clicking the "Agree" button, I accept the terms of agreement outlined below for all application submissions to all vacancies within Commonwealth of Kentucky's Career Opportunities System.
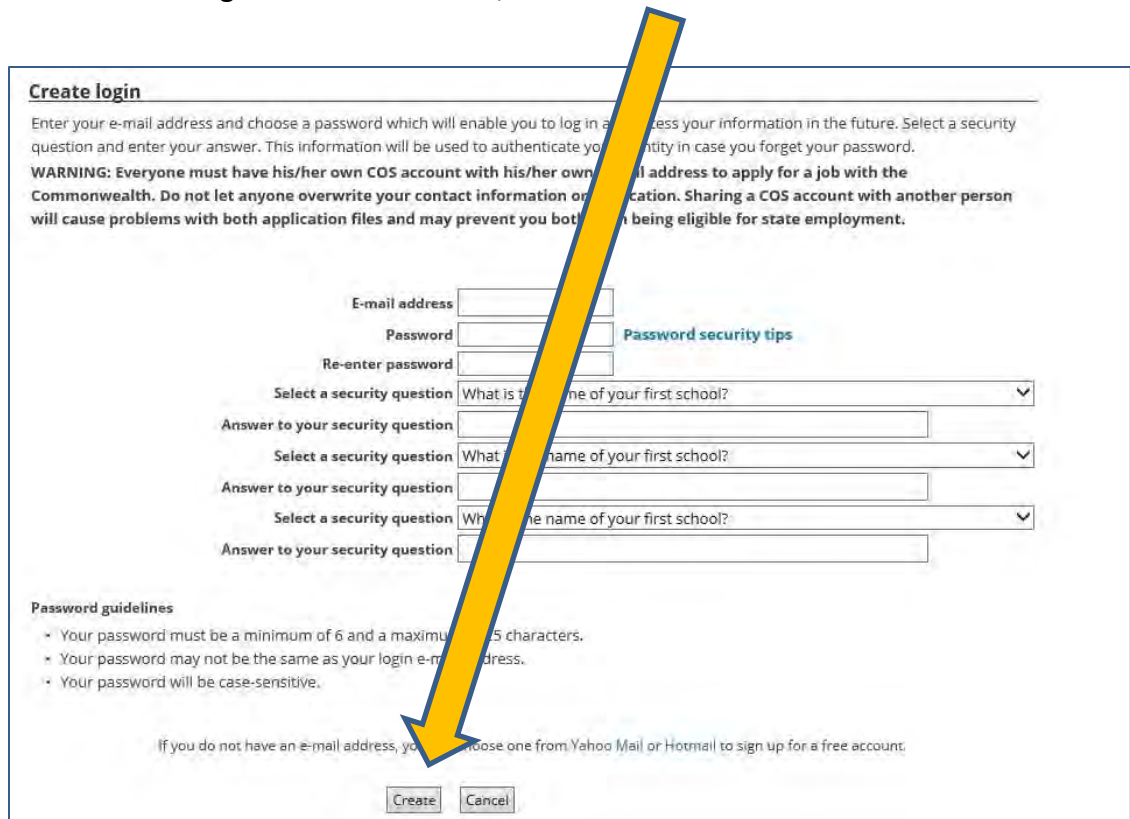
Terms of Agreement

I certify the information given in this application is accurate and complete. I understand should an investigation at any time show falsification, to include omission, I will not be considered for employment, or if employed, I may be dismissed and disqualified from future merit employment. I authorize the Personnel Cabinet and agencies to which I am certified/referred to conduct all necessary investigations concerning, but not limited to, work habits, character and education. I understand a background check may be conducted before any appointment or throughout my tenure if I am selected for state employment. I understand that state government is a drug free workplace and substance abuse testing may be required. I certify that upon employment I will remain drug free.

I understand pursuant to KRS 18A.0 and 18A.990, it is illegal to falsify education and experience on the application. I further understand that by submission of this application I am attesting that I meet the minimum requirements for the intended position.

My submission of this application is the equivalent of my written signature for legal purposes pursuant to KRS 369.107.

AGREE   DISAGREE

Create login – Use a valid email. Remember your password and security questions!

When you are done filling out the information, **click "Create".**

Create login

Enter your e-mail address and choose a password which will enable you to log in and access your information in the future. Select a security question and enter your answer. This information will be used to authenticate your identity in case you forget your password.
WARNING: Everyone must have his/her own COS account with his/her own email address to apply for a job with the Commonwealth. Do not let anyone overwrite your contact information or application. Sharing a COS account with another person will cause problems with both application files and may prevent you both from being eligible for state employment.

E-mail address	
Password	**Password security tips**
Re-enter password	
Select a security question	What is the name of your first school?
Answer to your security question	
Select a security question	What is the name of your first school?
Answer to your security question	
Select a security question	What is the name of your first school?
Answer to your security question	

Password guidelines

- Your password must be a minimum of 6 and a maximum of 15 characters.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

If you do not have an e-mail address, you may choose one from Yahoo Mail or Hotmail to sign up for a free account.

Create   Cancel

Click on "Edit your profile"

Welcome

Thank you for your interest in Career Opportunities with the Commonwealth of Kentucky. The purpose of this website is to provide all applicants with a convenient electronic method for submitting applications and exploring current employment opportunities.

The majority of employment positions with the Commonwealth are within the Merit System, a system administered by the Personnel Cabinet under KRS Chapter 18A. It is a goal of the Personnel Cabinet to provide applicants, as well as state government agencies, the most effective and efficient resources necessary to attract and retain a diverse, motivated, skilled, and knowledgeable workforce.

Click here for assistance from the Career Opportunities System Help Desk or email COSHELP@ky.gov. To review system requirements for an enhanced COS experience click here.

Search openings
Click on 'Search Openings' above to view current job opportunities, or search based on criteria you specify.
To view all Immediate Fill classes please **click here.**

Job submission status
Check the status of your job submission.

Edit your profile
Update your username/password, contact information, and the application (required to apply to a job) that will be used when you apply to a vacancy. You can also enter and update your application here without applying to a vacancy

Resume/CV manager
If you choose to submit a resume (optional), you may keep up to five versions of your resume/CV and cover letters here.

Search agent manager
Create, update, or delete saved searches. (Note: Because of the unique way in which they are posted, searching for Immediate Fill titles with this tool is not a good option.)

Job cart
View or submit your resume/CV to jobs you previously saved.

Log out

Fill out all the required (*) information. If you miss filling out required information, the form will let you know. There is a disclaimer at the bottom of this window. When finished, you can click the "Save" button above or below this form.

Save   Back

Contact information | Application

*First name: | Middle name: | *Last name:

*Address line 1: | Address line 2:

*Zip/Postal code: | *City: | *State/Region/Province:
| | Select region

Country:
United States

*Home phone: | Work phone: | Other phone (i.e. mobile):

*Contact e-mail address: | Fax: | Web address:
This e-mail address will be used to contact you.

Login information

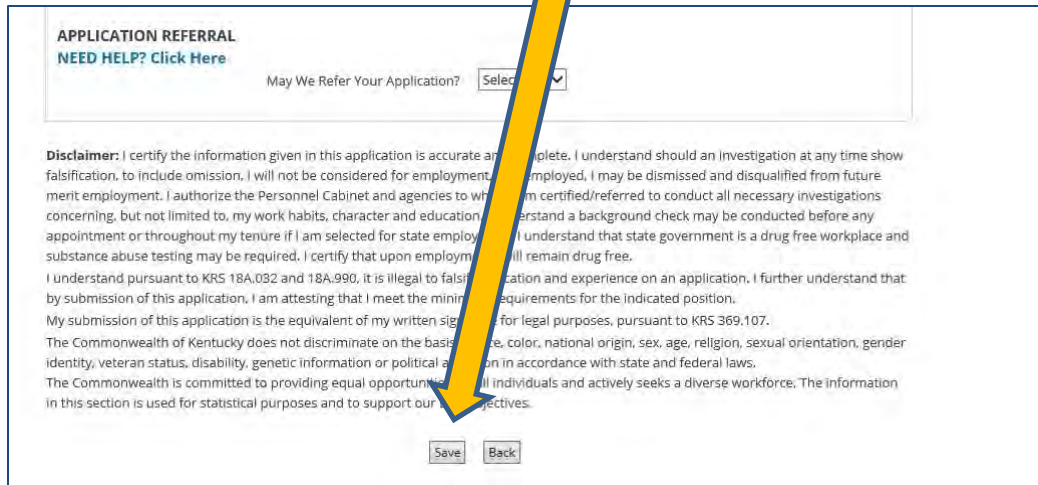*E-mail address: | Change password   Change security questions
r

When you click "Save", you will receive this error. Notice the tab has changed to "Application". Click "OK" and continue filling out all required information.

Save | Back

Contact information | Application

Additional information

COMMONWEALTH OF KENTUCKY PERSONNEL CABINET 501 HIGH ST[...], 1ST FLOOR, FRANKFORT, KENTUCKY 40601 (502) 564-8030, DEAF & HARD OF HEARING TTY (502) 564-4306

Commonwealth of Kentucky Merit Ap[...] form as resumes are not considered official.

NEED HELP? Click Here
PERSONAL INFORMATION
NEED HELP? Click Here

Message from webpage

⚠ Please enter a value for "SSN (###-##-####) :"

OK

Middle Initial :

Suffix : Select one ✔

Preferred Name :

*SSN (###-##-####) : [   ] (###-##-####)

*Street Address / Rural Route / PO Box :

Apt, Ste, or Apt Box # :

*City :

There will be blanks where you filled out previous information. That's okay, continue filling in required information (*).

*Last Name :

Notice this is blank.

*First Name :

Middle Initial : [   ]

Click "Save" when you are done filling out all required information. The form will tell you if you have missed required information.

APPLICATION REFERRAL
NEED HELP? Click Here

May We Refer Your Application? Select ⌄

Disclaimer: I certify the information given in this application is accurate and complete. I understand should an investigation at any time show falsification, to include omission, I will not be considered for employment, or if employed, I may be dismissed and disqualified from future merit employment. I authorize the Personnel Cabinet and agencies to whom I am certified/referred to conduct all necessary investigations concerning, but not limited to, my work habits, character and education. I understand a background check may be conducted before any appointment or throughout my tenure if I am selected for state employment. I understand that state government is a drug free workplace and substance abuse testing may be required. I certify that upon employment I will remain drug free.
I understand pursuant to KRS 18A.032 and 18A.990, it is illegal to falsify education and experience on an application. I further understand that by submission of this application, I am attesting that I meet the minimum requirements for the indicated position.
My submission of this application is the equivalent of my written signature for legal purposes, pursuant to KRS 369.107.
The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status, disability, genetic information or political affiliation in accordance with state and federal laws.
The Commonwealth is committed to providing equal opportunity to all individuals and actively seeks a diverse workforce. The information in this section is used for statistical purposes and to support our objectives.
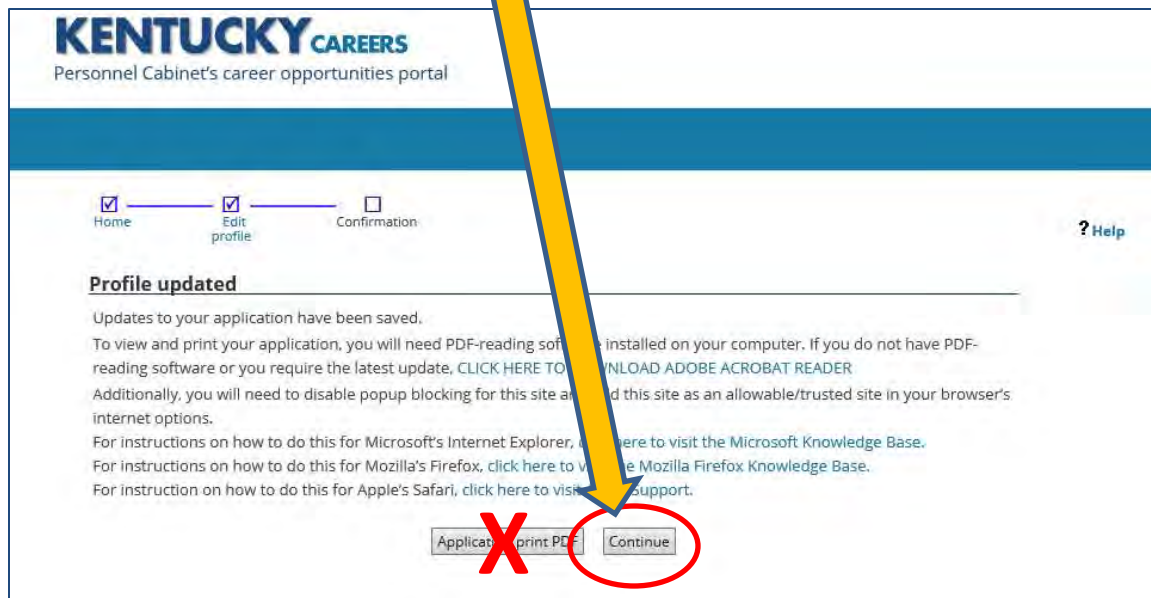
Save   Back

CRITICAL: After you hit the "Save" button, you will see the below screen.
DO NOT CLICK "Application print PDF". Click "Continue".

KENTUCKY CAREERS
Personnel Cabinet's career opportunities portal

☑ ——— ☑ ——— ☐
Home   Edit   Confirmation
          profile

? Help

Profile updated

Updates to your application have been saved.
To view and print your application, you will need PDF-reading software installed on your computer. If you do not have PDF-reading software or you require the latest update, CLICK HERE TO DOWNLOAD ADOBE ACROBAT READER
Additionally, you will need to disable popup blocking for this site and add this site as an allowable/trusted site in your browser's internet options.
For instructions on how to do this for Microsoft's Internet Explorer, click here to visit the Microsoft Knowledge Base.
For instructions on how to do this for Mozilla's Firefox, click here to visit the Mozilla Firefox Knowledge Base.
For instruction on how to do this for Apple's Safari, click here to visit support.

Application print PDF   Continue

You are now back to the "Edit your profile" page. Click "Edit your profile".

Confirm your information. Click "Save".

Now you can click the "Application print PDF".

You MUST follow all these steps to ensure the PDF prints properly.

After clicking the "Application print PDF", you will be taken to this screen.

You will receive an email from PrintQueue@kenexa.com . Click on the "Application" link. You can now print your application.